

Educational Service Center of Eastern Ohio
Employee Position Description & Responsibilities

Position Title:	Speech Language Pathologist
Category:	Certified; Bargaining Unit eligible; FLSA exempt.
Contract:	Initial one-year contract; contract days as determined by the Governing Board; other terms and conditions of employment as per the CBA and/or Board Policy.
Compensation:	Salary, insurance coverage, and fringe benefits as per the current Board adopted policies and schedules, with placement for granted education, experience, and responsibility.
Education/Degree:	Master's degree or higher in Speech Language Pathology or related field. Alternatives may be approved by the Governing Board based on initial licensure.
Supervises:	N/A
Reports to:	Supervisor, Speech Language Pathology
Job Goal:	Working in cooperation with districts, supervisors, teachers, parents, and students, this position is responsible for enabling students to derive the fullest possible educational experience from school by accessing communication skills and providing intervention, consultation, and therapy as appropriate.
Qualifications:	<p>The following qualifications are considered as guidelines:</p> <ul style="list-style-type: none">• Valid Ohio department of Education certificate/license as Speech-Language Pathologist.• Proficiency with computer applications, including Microsoft Office, Google Workspace, and software/programs.• Skills and abilities to write and speak effectively in both small and large group settings.• Abilities to promote positive internal and external customer relations, including creating effective interpersonal relationships and projecting a professional image.• Alternatives to the above as approved by the Governing Board.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates knowledge and understanding of child development and communication development, knowledge of and skills in best practice instruction specific to various disabilities, including managing and promoting positive student behavior. Demonstrates knowledge of individual student needs by providing relevant instruction according to the IEP and educational best practices.
2. Assists school personnel in the identification and referral of children with suspected speech, language, voice, fluency, and hearing disabilities.
3. Participates in the assessment, screening, and evaluation of students with suspected disabilities effectively analyses results, writes reports to determine strengths and concerns in the areas of speech, language, voice, fluency, and hearing, and effectively shares results with parents and educational staff.
4. Participates in the eligibility determination process in accordance with best practice for school-based services, and assists in the development of the Individualized Education Program that aligns with the district, state, and federal guidelines.

Educational Service Center of Eastern Ohio
Employee Position Description & Responsibilities

5. Assists building administrators in scheduling and conducting annual reviews and documents according to district and state procedures.
6. May act as a consultant to local personnel in observing procedural safeguards for disabled children.
7. Assists in the referral of children for medical or other professional attention as appropriate for the rehabilitation of speech, language, and hearing.
8. Collaborates with school personnel to identify or suggest appropriate classroom activities to reinforce services being provided to children by the speech-language pathologist.
9. Provides information, guidance, and counseling to parents, children, and other school personnel on matters concerning speech, language, voice, fluency, and hearing disabilities.
10. Maintains appropriate procedural safeguards and records for all students including therapy data/notes, planning forms, consent forms, invitations, and all other required ODE forms.
11. Maintain records and information concerning individual students in the prescribed confidential manner and use the records and information only for the purposes for which they are maintained according to FERPA guidelines.
12. Provides in-service and serves as a consultant to school personnel, parents, and community on matters concerning speech, language, voice, fluency, and hearing disabilities.
13. Provides information about and secures necessary information concerning the acquisition of the implementation of devices for augmentative and/or alternative forms of communication for those students in need.
14. Submits all billing (i.e. Medicaid, SDE) accurately and promptly.
15. Attends staff in-service opportunities for professional growth and development.
16. Collaborates and consults with private speech pathologists, private agencies, medical professionals, audiologists as needed in the management of and planning of speech therapy services.
17. Assists in the selection, purchase, and upkeep of materials and equipment necessary for these services.
18. Meets all testing, billing, and documentation deadlines.
19. Provides measurable, accurate, and up-to-date documentation for student progress.
20. Maintains/logs time performing duties of this position in SDE and HPC as appropriate.
21. Any other duties assigned by the Superintendent.

REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:

1. Is regular and prompt in attendance and follows departmental and ESC leave procedures.
2. Seeks opportunities to improve skills and grow professionally.
3. Prepares an annual professional development plan that links professional growth with the department and organizational goals.
4. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
5. Provides quality service to both internal and external colleagues and customers.
6. Seeks opportunities to participate as a productive member of ESCEO, and other committees and teams.
7. Generates internal and external support for ESCEO services.
8. Represents the ESCEO and its service schools with professionalism at all times.
9. Demonstrates at all times integrity and ethical behavior.
10. Responds quickly to directions for improvement from supervisors.
11. Maintains confidentiality in all job-related discussions and communications.

OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

1. Possesses a valid state-issued driver's license and/or government-issued ID.
2. Reads, analyzes, and interprets data and reports.

Educational Service Center of Eastern Ohio
Employee Position Description & Responsibilities

3. Writes reports, correspondence, and other appropriate communiqués in a timely and professional manner.
4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes duties and expectations to perform to a standard of excellence in service.

WORKING CONDITIONS:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to blood-borne pathogens and communicable diseases.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Educational Service Center of Eastern Ohio (ESCEO).

The Educational Service Center of Eastern Ohio is an Equal Opportunity Employer. The ESCEO does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Signed, _____

Dated ____/____/____